

POSITION DESCRIPTION

Class Title:	Police Chief
Department:	Police
Grade Number:	19
Division with Department:	Administration

GENERAL PURPOSE

Is the Chief Administrative Officer of the department, recommends candidates for positions to the Town Administrator for approval, and has the final departmental authority on all matters of policy, operations, personnel assignment, and discipline. He exercises all lawful powers of his office and issues such lawful orders as are necessary to assure the effective operation of the department. Activities are conducted with considerable operational independence and personal judgment, under the general administrative direction of the Town Administrator. Through the Police Chief, the department is responsible for the effective delivery of police services to the community, including dispatching services for police, fire and ambulance activities, as well as, the enforcement of all laws coming within his legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling and staffing all activities of the department and the training of its personnel. He is also responsible for its continued and efficient operation, the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by proper authority and for the department's relations with local citizens, local government and other related agencies.

SUPERVISION RECEIVED:

Works under the general guidance and direction of the Town Administrator.

SUPERVISION EXERCISED

Exercises supervision over all police department staff directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Ensure compliance with all laws with the department or its officers have the authority to enforce.
2. Organize, direct and control all resources of the department to preserve the peace, protect persons and property and enforce the law.
3. Develop a professional organization structure for the department, establishing divisions, units, and positions in accordance with his administrative authority.
4. Establish a routine of daily duties to be performed by officers. Designate an officer to serve as Acting Chief, in his absence.
5. Assign, detail or transfer any employee of the department to/from any assignment or collateral duty as deemed necessary, or in the best interest of the efficiency, discipline or morale of the department.
6. Institute an adequate and progressive training program for officers and employees of the department.
7. Promulgate all General and Special Orders of the Department and issue, on his own authority, orders or directives, written and oral, consistent with his powers, duties and responsibilities.
8. Plan and execute police programs designed to prevent and repress crime, to apprehend and prosecute offenders and to recover property. Modify these programs to meet current trends.
9. Provide for investigation into all cases of alleged or apparent misconduct by departmental personnel.

10. Enlist the suggestions of department employees to ensure maximum relevance and acceptance of all department rules and regulations.
11. Remain informed as to the affairs of the department, ensuring that the duties and responsibilities of employees are properly discharged.
12. Assume responsibility for the delegation of authority to those under his command, commensurate with their duties and responsibilities.
13. Exercise general supervision and inspection of all licensed public places within the community.
14. Develop or adopt new technologies to improve effectiveness in the discharge of police obligations of the department.
15. Be responsible for the preparation and justification of the annual departmental budget, and for the control of all department expenditures.
16. Establish agency goals, objectives, policies, procedures based upon the needs of the town and the police department; continually evaluating the effectiveness and responsiveness of the department.
17. Direct, coordinate and keep apprised of all department procedures, practices and functions; establish and maintain formal channels of communications through which information must flow and specific authority is delegated; strive to improve police operations.
18. Conduct staff meetings, review schedules and personnel plans. Deal with problems and discipline, scheduling, morale, training, or other personnel issues involving employees.
19. Cooperate with other town, county, state and federal law enforcement officials in the apprehension and detection of wanted persons. Cooperate with other town departments where activities of the Police Department are involved.
20. Serve as primary representative of the department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety problems and enforcement.
21. Advise and assist Department personnel in non-routine investigations and personally participate in more difficult police problems.
22. Performs any other related work as assigned.

PERIPHERAL DUTIES

1. Ensure that all members have available to them copies of the Department's Police Manual.
2. Submit an Annual Report to the Town Administrator outlining the activities of the department.
3. Submit the appropriate data forms to the proper authority for the purposes of compiling the uniform crime report.
4. Maintain a personnel record system in which shall be kept all pertinent information on all department employees.
5. Submit such other reports as required by law.
6. Serve as a member on boards and committees as may be required.

7. Advise Town Administrator and Town Council on parking and traffic issues.
8. Responsible for the direction, accountability and control of all property coming under the control of the police department.

DESIRED MINIMUM QUALIFICATIONS

1. Education and Experience:

- a. Bachelor's Degree in Criminal Justice, Police Administration, or related field with course work in Management Practices, budgeting and labor relations, and
- b. Certified as a full-time officer with the State of New Hampshire
- c. At least ten (10) years progressively responsible experience in law enforcement and crime prevention with an emphasis on supervisory and management experience. Or
- d. Any combination of education and experience, which demonstrates possession of the required knowledge, skills and abilities.
- e. Graduation from the FBI Academy is preferred

1. Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of the principles and practices of modern police administration and police methods. Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
- b. The ability to project confidence, self-assurance and certainty to the public. The ability to project a neat, professional appearance to the public. The ability to communicate clearly, both verbally and in writing. Emotional stability and the ability to cope with stressful situations and confront hostile persons. The ability to utilize self-defense techniques and equipment, restraining devices and firearms, the ability to operate police vehicles under routine and emergency conditions.
- c. Thorough knowledge of statutes and ordinances relating to law enforcement. Ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities. Ability to develop proper training and instruction procedures. Ability to maintain effective working relationships with other town officials, county, state and federal authorities, civic leaders, and the public. Ability to prepare and present effectively, oral and written material, relating to the activities of the department.

SPECIAL REQUIREMENTS:

(A) Must possess, or be able to obtain by time of hire, a valid State Driver's License without record of suspension or revocation in any state; (B) Ability to meet Department's physical standards; (C) basic law enforcement training certification or equivalent.

TOOLS AND EQUIPMENT USED

Police car, police radio, radar gun, handgun and other weapons as required, sidehandle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The

employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: